



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

November 30, 2018

**Closing Date: December 6, 2018**

(Position will close from date of listing or until filled.

Application review will begin on December 7, 2018).

**Title: ADE STATE SYSTEMS ADMINISTRATOR**

**Position Number: 2207-7347**

**Grade: IT08**

**Information Systems**

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### **DUTIES:**

**Education Information Systems** – duties include coding new programs and modifying existing ones to accommodate to new requirements and school districts/end-user support for programs and reports. This position requires maintaining integrity of program logic and coding, monitoring production programs or expected performance and responds to errors and problems for systems: Accreditation, School Funding, and Abstract of Assessment. Other duties include keeping track of all changes for ADE Data Dictionary and publish it online, and produce procedural documentation and audit trails. Ability to handle sensitive and confidential data by establishing security protocols for data flow protocols for the dataflow across multiple systems.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess extensive experience with Microsoft .NET, advanced C# Programming, MVC, EF, ASP .Net. Expertise with development of web services, WCF services, Windows services and its support. Expertise with development of SSRS reports and Microsoft SQL Server (2014/2016). Experience with K-12 data systems preferred. Relevant certifications in Microsoft .NET and Microsoft SQL Server also preferred. A good knowledge of Microsoft Office products is mandatory.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history is accepted. The work history section of application must be complete and we do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a Bachelor's degree in computer science, information science, applied mathematics or a related field; plus four years of experience in systems administration or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [www.arkansased.gov](http://www.arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.